



**FOR OFFICE USE**  
**Accounting Code: SI**

**CITY OF SUGAR LAND**  
**PLANNING DEPARTMENT**  
**APPLICATION FOR COMMERCIAL SITE PLAN PACKAGE**

**RETURN YOUR SUBMITTAL TO THE PLANNING DEPARTMENT (Attn: Development Review Coordinator)**  
**SUGAR LAND CITY HALL, 2700 TOWN CENTER BLVD. NORTH, SUGAR LAND, TX 77479, PHONE#: (281) 275-2218**

**PROJECT NAME** \_\_\_\_\_

Project Location \_\_\_\_\_

Address \_\_\_\_\_

Proposed Use \_\_\_\_\_

Square Feet of Structure(s) \_\_\_\_\_ Zoning \_\_\_\_\_

Utilities Constructed by \_\_\_\_\_ Maintained by \_\_\_\_\_

**OWNER/AGENT**

Contact/Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**ARCHITECT/ENGINEER**

Contact/Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. **This application will expire in six (6) months from the date of submittal if the Planning Department has not received a resubmittal.**

X \_\_\_\_\_

**Signature of Applicant**

**Date**

**COMMERCIAL SITE PLAN PACKAGE SUBMITTAL REQUIREMENTS:**

- **SIX (6) COMPLETED APPLICATIONS**
- **SUBMITTAL FEES:**
  - ☐ ETJ - \$500
  - ☐ CITY – NO FEE (FEE IS PAID AT PERMITTING)
- **SIX (6) 24 X 36 PRINTS THAT INCLUDE:**
  - ☐ COVER SHEET (W/ VICINITY MAP, ADDRESS)
  - ☐ OVERALL SITE PLAN (INCLUDE 200' FEET AROUND THE PROPERTY LINES, DRIVEWAYS, MEDIANS)
  - ☐ RECORDED PLAT OR PLAT IN REVIEW PROCESS (AS APPLICABLE)
  - ☐ BUILDING ELEVATIONS (BLACK OR BLUELINE / COLOR NOT REQUIRED)
  - ☐ ENGINEERING CIVIL DESIGN DRAWINGS (MUST BE SIGNED & SEALED BY A PROFESSIONAL ENGINEER) INCLUDING PAVING, WATER, & SANITARY SEWER LAYOUT, AND DETAIL SHEETS
  - ☐ LANDSCAPING & IRRIGATION PLAN
  - ☐ BUILDING FINISHES WORKSHEET (UNLESS IN M-1, M-2 ZONING DISTRICTS)

**Business Office (B-O)**Primary Finish: 85% Req. Min.

Masonry \_\_\_\_\_ %

Glass Wall \_\_\_\_\_ %

Combination \_\_\_\_\_ %

Secondary Finish: 15% Max.

Split Face CMU \_\_\_\_\_ %

E.I.F.S \_\_\_\_\_ %

Fiber Reinforced

Cement Exterior \_\_\_\_\_ %

Wood Materials \_\_\_\_\_ %

Combination \_\_\_\_\_ %

Cementitious

Stucco \_\_\_\_\_ %

Plan Reviewer: \_\_\_\_\_

**MUC and other residential districts**Primary Finish: 85% Req. Min.

Masonry \_\_\_\_\_ %

Glass Wall \_\_\_\_\_ %

Combination \_\_\_\_\_ %

Secondary Finish: 15% Max.

Split Face CMU \_\_\_\_\_ %

E.I.F.S \_\_\_\_\_ %

Fiber Reinforced

Cement Exterior \_\_\_\_\_ %

Wood Materials \_\_\_\_\_ %

Combination \_\_\_\_\_ %

Cementitious

Stucco \_\_\_\_\_ %

Plan Reviewer: \_\_\_\_\_

**Neighborhood Business (B-1)**Primary Finish: 70% Req. Min.

Masonry \_\_\_\_\_ %

Glass Wall \_\_\_\_\_ %

Combination \_\_\_\_\_ %

Cementitious

Stucco \_\_\_\_\_

Secondary Finish: 30% Max.

Split Face CMU \_\_\_\_\_ %

E.I.F.S \_\_\_\_\_ %

Fiber Reinforced

Cement Exterior \_\_\_\_\_ %

Wood Materials \_\_\_\_\_ %

Combination \_\_\_\_\_ %

Plan Reviewer: \_\_\_\_\_

**General Business (B-2)**Primary Finish: 70% Req. Min.

Masonry \_\_\_\_\_ %

Glass Wall \_\_\_\_\_ %

Combination \_\_\_\_\_ %

Cementitious

Stucco \_\_\_\_\_

Secondary Finish: 30% Max.

Split Face CMU \_\_\_\_\_ %

E.I.F.S \_\_\_\_\_ %

Fiber Reinforced

Cement Exterior \_\_\_\_\_ %

Wood Materials \_\_\_\_\_ %

Combination \_\_\_\_\_ %

Plan Reviewer: \_\_\_\_\_

DEVELOPMENT CODE REFERENCE: CHAPTER TWO, ARTICLE X (BUILDING FINISHES)

\*Note: Smooth face CMU Blocks are not a primary or secondary finish in B-1, B-2, B-O, MUC, or for Non-residential in a residential district

**Please circle all that apply:**

Primary and Secondary Finishes for this project are: Fluted/ Profiled/ Sculpted/ Exposed Aggregate

**If applicable:**

Alternate material approved by the Director: \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date of approval: \_\_\_\_\_

**CITY OF SUGAR LAND**  
**PLANNING DEPARTMENT**  
**Site Plan Package Graphic Requirements**

**(Submittals must be received by 10:00 am Each Monday)**

**What is a site plan package?**

A site plan package is an accurately scaled development plan set that illustrates the existing conditions on a land parcel as well as depicting details of a proposed development.

Site plans are required for all non single-family residential developments in the city and the extraterritorial jurisdiction. Site plans shall be submitted for review and approval prior to the issuance of applicable building or slab permits. The purpose of the site plan is to allow the staff to review issues such as traffic, land use, environmental, conformance to the comprehensive plan, utilities, and the property's relationship to adjoining subdivision or properties.

**Site Plan Package Submittal Requirements**

The City of Sugar Land requires the following pages of information for site plan submittal.

1. Cover Sheet
2. Recorded Plat (or plat in review process)
3. Overall Site Layout (include property lines and street layout within 200')
4. Building Elevations (demonstrate compliance with Ch. 2, Art. X of the Development Code)
5. Engineering Civil Designs including Paving & Drainage, Water & Sanitary Sewer, COSL standard Detail Drawings from Engineering Design Standards.
6. Landscaping and Irrigation

**What is required on the Cover Page?**

- Name and address of project (Address must be obtained before site plan approval can be given)
- Name, Address and phone number of applicant
- Name, Address and phone number of owner
- Vicinity map

**What are the graphic requirements for the Overall Site Layout?**

Site plans should address the entire platted lot and should show dimensions of the following:

- Proposed and existing structures, including fences
- Parking analysis (parking required v. parking provided)
- Parking and driveway aisles
- Required setbacks
- Street and Lot layout
- Zoning district designation and legal description
- Vehicle circulation plan
- Adjacent property lines, streets, with median openings and driveways within 200'

**What graphic details and information should accompany the Building Elevations?**

- Detailed list of materials used for Primary and Secondary Finishes
- Screen walls, wing walls, columns, and similar building extensions labeling their material composition
- Proposed percentages for the Exterior Finish (complete and submit attached "Composition Sheet")
- Show correct building heights in compliance with Development Code of the City of Sugar Land

**What graphic requirements are required in the Landscape Sheet?**

- Landscape plan as per Development Code, Chapter 3
- Show dimensions of landscaped areas and islands
- Plant materials, including height and crown spread of new and existing plants
- Tree preservation procedures (if applicable)
- Irrigation plan information

### **What is required in the Engineering Civil Design Sheets?**

- Water lines and fire hydrants, existing and proposed. Show proposed lines bolder than existing and label.
- Sanitary sewer lines and manholes existing and proposed. Show proposed lines bolder than existing and label as well.
- Storm sewer lines, manholes and inlets existing and proposed. Show proposed lines bolder than existing and label as well. Acknowledge storm sewer connection to public conveyance and note where the detail of the connection can be found.
- Detention pond, if applicable. Additional detail sheets will be required if detention is warranted. Additional sheets would include plan and profile of the facility and details describing the inlet and outfall appurtenances.
- All applicable notes to the contractor pertaining to water, sanitary, storm and paving

### **Water and Sanitary Sewer Sheets**

- Size and location of existing water lines and fire hydrants. Show the meter vault easement if needed. Bold line for proposed and lighter lines for existing.
- Size, type, and grade of the sanitary sewer lines and any existing and proposed manholes

### **Paving and Drainage Sheets?**

- Drainage calculations for the three and 100 year events signed and sealed by a registered professional engineer.
- Drainage system must comply with Fort Bend County Drainage Criteria Manual.
- Size, type, and slope of pipe and connection to public conveyance. Note the installation will conform to City of Sugar Land Design Standards.
- Overall area and drainage area boundaries and flow per inlet
- Existing elevations and enough adjoining property elevations to ascertain the general drainage pattern. Show top of pavement and curb elevations as needed.
- Address any adjoining property drainage issues that may be affected by the proposed improvements. For example if the adjoining property is affected show how this was handled.
- Driveway width and radius and include sidewalks

### **City of Sugar Land Construction Detail Drawings?**

Please refer to the rear of the Sugar Land Design Standards for requirements for Construction Detail Drawings. \*  
**Located on website\***

### **What is required in the Traffic Analysis?**

Some sites require a Traffic Impact Analysis. A TIA worksheet is required to be completed for determination. Please contact the City of Sugar Land Engineering Department at (281) 275-2780 for more information.

### **What do I do to submit a site plan for review?**

Submit site plan review package to the Development Review Coordinator

6 sets of the site plan sheets described previously

6 copies of the completed application form

Do not submit Mechanical, Electrical, and Plumbing (MEP) Drawings with Site Plan package. Those drawings will be reviewed when submitting for the Building Permit package.

### **What is the process for site plan review?**

1. When submitted, site plans are routed to Engineering, Planning, Public Works and Fire Dept.
2. Staff review takes approximately 14-30 days. Review time may change depending on the site.
3. Staff comments are returned to the applicant (Usually Friday on the third week in process).  
Applicant corrects site plans and returns to the city.
4. Staff reviews (clears) corrected site plan package. If all comments have not been addressed, the applicant will be notified to make corrections and resubmit the Site Plan packages
5. 5 clean sets of copies with recorded plat are needed for City approval. One approved copy will be returned to the applicant
5. Once the Site Plan package is approved and applicant may proceed with the building permit process through the Building Permits and Inspections Department (281) 275-2270.



## INDUSTRIAL PRETREATMENT QUESTIONNAIRE

PLEASE COMPLETE THIS FORM AND RETURN TO:

Polly Witte  
City of Sugar Land  
P.O. Box 110  
Sugar Land, TX 77487-0110

**Please answer the following:**

1. Name of Business: \_\_\_\_\_ Telephone: \_\_\_\_\_
2. Location: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
3. Owner: \_\_\_\_\_
4. Type of Business: \_\_\_\_\_
5. On-site processes: \_\_\_\_\_
6. Water Customer Account Number: \_\_\_\_\_
7. Federal SIC number: \_\_\_\_\_
8. Waste process: \_\_\_\_\_
9. Major Chemicals Used: (soaps, detergents, caustics, solvents, acids, metal salts, cyanides)  
\_\_\_\_\_
10. Water Source (check): City \_\_\_\_\_ Metered \_\_\_\_\_ Private Well \_\_\_\_\_ Unmetered \_\_\_\_\_
11. Method of Wastewater Disposal: (Check all that apply.)  
City Sewer \_\_\_\_\_ Septic Tank \_\_\_\_\_ Haul \_\_\_\_\_ Other \_\_\_\_\_
12. Wastewater estimated to be discharged in sewer system on operating days:  
Maximum \_\_\_\_\_ GPD Minimum \_\_\_\_\_ GPD Average \_\_\_\_\_ GPD  
Check One: Domestic \_\_\_\_\_ Industrial \_\_\_\_\_ Both \_\_\_\_\_
13. Volume of Grease Trap: \_\_\_\_\_ Volume of Sand Trap: \_\_\_\_\_  
Water Volume of Settling Tank: \_\_\_\_\_ gallons  
  
Other: (Describe) \_\_\_\_\_  
Served By: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Frequency: \_\_\_\_\_

14. Other Wastes:

Are there any liquid wastes generated and disposed of in the sewer system? Yes\_\_\_ No\_\_\_

If yes, these wastes may be best described as:

___ Inks/Dyes	___ Paints
___ Trace Metals	___ Pesticides
___ Oil and Grease	___ Plating Wastes
___ Organic Compounds	___ Solvent Thinners
___ Acids or Alkalies	___ Pretreatment Sludge
___ Other Wastes: (Describe)	

Are there any liquid wastes or sludge disposed of by other means? Yes\_\_\_ No\_\_\_

If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

For the aforesaid wastes, does your company practice:

\_\_\_ On-Site Storage  
\_\_\_ On-Site Disposal  
\_\_\_ Off-Site Disposal

Services By: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Frequency: \_\_\_\_\_

I have personally examined and I am familiar with the information submitted in this document and attachments. Based upon by inquiry of those individuals immediately responsible for obtaining the information reported herein, I believe that the submitted information is true, accurate and complete.

Signature of Official: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF SUGAR LAND**

**WATER AND WASTEWATER EQUIVALENT CONNECTIONS**

<b>Project Name:</b>		
<b>Address:</b>		<b>City, State, Zip:</b>
<b>Legal Description:</b>		
<b>Previous/Current Use:</b>	<b>Proposed Use:</b> <i>(Refer to the backside for this form)</i>	<b>Unit of Measure:</b>
<b>Owner's Name:</b>	<b>Address:</b>	<b>City, State, Zip:</b>
<b>Owner's Contact Person:</b>	<b>Telephone:</b> <b>E-mail Address:</b>	<b>Fax:</b>
<b>Builder's Name:</b>	<b>Address:</b>	<b>City, State, Zip:</b>
<b>Builder's Contact Person:</b>	<b>Telephone:</b> <b>E-mail Address:</b>	<b>Fax:</b>
<b>Square Footage</b>	<b>SANITARY SEWER Lead Size</b>	<b>Water Meter Size (Inches)</b>

*I HEREBY CERTIFY THAT THE DATA PRESENTED ABOVE IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.*

\_\_\_\_\_  
Printed Name      Owner, Builder or Agent (Signature)      Telephone      Date

**DEPARTMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)**

SERVICE AREA NO.: \_\_\_\_\_

TOTAL FLOW \_\_\_\_\_  
DIVIDED BY 315 GPD = \_\_\_\_\_ TOTAL EQUIVALENT CONNECTIONS  
COMPUTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

cc: Revenue Officer (Original)  
Owner/Builder  
Engineering Department

# STANDARD SANITARY SEWER USAGE CATEGORIES

Circle the item that most accurately defines your business and fill in the quantity

<u>INTENDED/PREVIOUS USE:</u>		<u>UNIT OF MEASURE</u>	<u>INTENDED/PREVIOUS USE:</u>		<u>UNIT OF MEASURE</u>
A)	Residential Development			Cleaning Development (con't)	
	1. Single Family Residential	# of Units ____		reclaim (wand type)	# Bays ____
	2. Townhouse/Patio/Cluster Homes	# of Units ____		c. Commercial w/o reclaim (tunnel type)	# of Bays ____
	3. Duplex/Triplex	# of Units ____		d. Commercial w/ reclaim (tunnel type)	# of Bays ____
	4. Fourplex	# of Units ____			
	5. Condominium	# of Units ____			
	6. Apartment with Washer/Dryer	# of Units ____	G)	Recreational Development	
B)	Institutional Development			1. Theater Indoor	# of Seats ____
	1. Church			2. Skating Rink	# Capita ____
	a. Sanctuary	# of Seats ____		3. Bowling Alley	# of Lanes ____
	b. Administration Building	# Personnel ____		4. Swimming Pool	# of Swimmers ____
	c. Day School Classroom	# Students ____		5. Stadium	# of Seats ____
	2. School			6. Health Club/Spa w/Swimming Pool and/or whirlpool	# Member/Day ____
	a. Unspecified	# Students ____		7. Health Club/Spa w/o Swimming Pool and/or whirlpool	# Member/Day ____
	b. Elementary	# Students ____		8. Racquetball Club	# of Courts ____
	c. Day Care Center	# Students ____	H)	Service Station Development	
	d. Residential	# Students ____		1. Station w/service (maximum of 1000 GPD if no car wash)	# of Islands ____
	e. Dormitory	# Students ____		2. Self Service Station	#Sq. Ft. ____
	3. Hospital	# of Beds ____	I)	Hotel/Motel Development	
	4. Nursing Home	# of Beds ____		1. Hotel/Motel (excluding restaurant)	# of Rooms ____
	5. Prison	# Inmates ____		2. Hotel/Motel (w/kitchenettes)	# of Rooms ____
C)	Office/Retail Development		J)	Industrial Development	
	1. Office Building	# Sq. Ft. ____		1. Warehouse	# Sq. Ft. ____
	2. Retail Store	# Sq. Ft. ____		2. Factory w/shower	# Capita ____
D)	Restaurant Development			3. Factory w/o shower	# Capita ____
	1. Average Full Service 10-12 Hours	# of Seats ____		4. Factory Residential	# Capita ____
	2. Twenty Four (24) Hour Full Service	# of Seats ____		5. Industrial Laundry	# Capita ____
	3. Tavern or Lounge (No Food Service)	# of Seats ____		6. Clothes or Manufacturing	# Sq. Ft. ____
	4. Soda Fountain (Ice Cream Parlor)	# of Seats ____	K)	Transportation Terminal Development	
	5. Fast Food Paper Plate Service	# of Seats ____		1. Transportation Terminal (excluding restaurants)	# Passenger ____
	6. Bakery	# Sq. Ft. ____	L)	Other	
	7. Pizza Parlor	# of Seats ____		1. Film Processor	# Processor ____
	8. Fast Food (No Seating)	# Sq. Ft. ____		2. Fire Station	# Personnel ____
E)	Barber/Beauty Shop	# Shampoo Bowls ____		3. Funeral Homes	# Personnel ____
F)	Cleaning Development			4. Technicolor One Hour Photo	# of Stores ____
	1. Washeteria (Based on 50 G/Wash and 10Washes/day)	# Machines ____		5. Irrigation	gal/yr ____
	2. Carwash		M)	Not listed - call (281) 275-2780	
	a. Individual Bay, self service w/o reclaim (wand type)	# Bays ____			
	b. Individual Bay, self service with				